

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Conversion of Forms to Electronic Files
(OmniForm and PDF)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Internal Revenue Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2001, plus up to two (2) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time on August 30, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

THIS IS A NEW PROGRAM. THERE IS NO CURRENT ABSTRACT AVAILABLE.

For information of a technical nature call Karen Johnson (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)).

SUBCONTRACTING: Subcontracting will not be permitted.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed 3 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to September 30, 2001, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2000, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PREAWARD TEST: If the Government deems it necessary, any contractor being considered for award may be required to successfully complete the following preaward test. The prospective contractor will be required to pick-up camera copy of five forms from the ordering agency and submit test files of each form on disks, along with hard copy of the Omniform file and PDF file.

The test material must be picked up from and delivered to the Internal Revenue Service, Room 1549, 1111 Constitution Ave. NW, Washington, DC 20224.

The test forms will be due at the agency three workdays following notification to pickup Government furnished materials.

All costs incurred in performing the preaward test must be borne by the contractor.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2001, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the conversion of IRS printed forms into OmniForm (OFM) files plus the creation of corresponding electronic files in Portable Document Format (PDF). The OmniForm file must be OCR character, ruler, and graphic editable, so as to permit IRS personnel the capability of editing and revising the digital files.

TITLE: Conversion of Forms to Electronic Files.

FREQUENCY OF ORDERS: It is impossible at this time to predetermine the frequency with which orders will be placed during the term of this contract, however, it is estimated that there will be approximately 400 to 600 forms ordered during the first 4 months of the contract, then approximately 50 forms a month for the balance of the contract. Multiple forms may be placed on a single print order. No more than 4 forms will be ordered on a single print order and no more than 10 print orders will be placed in any one week.

NUMBER OF PAGES: It is estimated at this time that most forms ordered will be for one (1) or two (2) pages.

PAGE SIZES: The page sizes of furnished copy will vary from 216 x 93 mm (8-1/2 x 3-2/3") up to and including 216 x 356 mm (8-1/2 x 14"). It is anticipated that less than five (5)% of the work ordered will be for 216 x 356 mm (8-1/2 x 14"). The majority of the work required will be for 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH: Manuscript copy or paper copies of forms.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

CONVERSION OF PRODUCTS: Convert (via scanning and/or manual recreation) existing IRS forms; create new forms; and revise existing forms into the latest version of OmniForm digital files which will be capable of reproducing exact printed copies of the originals (the current version 4.0). The files created must be OCR editable (by character, rule, and graphic elements, as well as font, spacing, and format changes) so that IRS personnel will be able to call up individual files and make author's corrections within the files, as well as font, spacing and other format changes.

SCANNING: All scanning shall be done at 100% of the original image size of the documents, with no enlargements or reductions. Any blank pages within the original documents shall be reflected by blank pages embedded within the corresponding document's electronic files. Contractor will not be allowed to charge for embedding blank pages. The page sequence of all PDF files must match those of the corresponding original copy. The font for sans serif type shall be Arial. The font for serif type shall be Times New Roman. All fonts shall be Type I PostScript fonts.

MANUALLY RECREATING: Contractor shall set form as specified on the individual print order and accompanying instruction or layout sheets.

Line spacing requirements must be strictly adhered to by the contractor.

The contractor shall set and position all elements according to the furnished layout and/or instruction specified during the first proof cycle.

TYPEFACES AND SIZES: The typefaces to be used on this program will be indicated on the print order or on the instructions or copy that accompany the order.

The GPO reserves the right to require samples of any generic equivalent typefaces offered if it is deemed necessary in order to determine the suitability of the offered typefaces.

Forms composition for the purpose of this contract will be defined as matter set in all sizes which includes type matter; vertical, horizontal, and diagonal rules; box heads, numbered lines, check boxes, arrows, etc.; and screened areas. All elements shall be accurately positioned in their proper location to provide spaces for hand or typewritten information to be filled in. Each component of the form shall be composited into a single image unit.

AMENDING (UPDATING) EXISTING CAMERA COPY: The Government may also furnish camera copy that requires updating. This camera copy will be accompanied by duplicate copy or marked overlays showing all the changes to be made.

SCANNED OR RECREATED FILES: Process resulting OFM files into Adobe's Acrobat Portable Document Format (PDF) files.

The resulting files **must not be fillable**.

The Adobe Portable Document Format (PDF) must be version 1.2, optimized (compressed), with contractor entering data in two of four Document Information fields available. PDF files must be compatible and optimized for use with Adobe Acrobat version 4.0 PDF files must have all fonts embedded and contain low resolution graphic scans.

PROOFS: The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Proofs will be submitted as electronic files of the finished form and will be required only when indicated on the print order.

Electronic proofs must be identified by the file naming conventions and document information in the electronic file.

DELIVERABLES: Upon completion of each order, furnish to the Government all OFM and PDF files on 89 mm (3-1/2") high density disk(s), or CD-Recordable (CR-R) disk(s), plus corresponding hard copy printouts in each format requested.

HARD COPY PRINTOUTS: Each final OmniForm file and corresponding PDF file must have a laser printed hard copy printout submitted along with the disk on which the files exist. Each printout shall be identified as either OmniForm or PDF source. All printouts shall be produced on a laser printer with a minimum resolution of 600 dots per inch (DPI), on white paper in sizes matching the intended output of the files. The paper copy should not be less than 216 x 279 8-1/2 x 11").

FILE NAMING CONVENTIONS: The file names of all OFM digital files and PDF files shall be consistent with the following convention: 8 digit file name, 3 digit extension:

OmniForm Source File Example: the file name for Form 1767 (Rev. 6-96) = 61490F96.OFM

PDF Example: The file name for Form 1767 (Rev. 6-96) = 61490F96.PDF.

The first 5 digits of the file name = IRS "Catalog Number" of product. (The catalog number and issue/revision date will be provided to the contractor with each print order.)

6th digit is an alpha character corresponding to the "month" of the product's revision date. Alpha characters are defined as follows:

A= January
B= February
C= March
D= April
E= May
F= June

G= July
H= August
I= September
J= October
K= November
L= December
and Y= Year or Tax Year (for products that have a “tax Year” associated with them).

7th and 8th digits = last two digits of the year of the product’s revision date.

3-digit extension = OFM or PDF.

All PDF files shall have 2 of 4 document information fields completed as follows:

TITLE: Product identification and revision/issue date. The title “Product Identification” shall be pulled verbatim from the original document being scanned.

Example: Form 2290 (Rev. 09-95) or Form 10235 (1-97).

SUBJECT: Long Title. The “long Title” shall also be pulled verbatim from the original document being scanned.

Example: Heavy Vehicle Use Tax Return.

AUTHOR: Blank.

KEYWORD: Blank.

OMNIFORM VERSION 4.0 PROGRAM PARAMETERS: Form Margins: No forms shall have less than 6 mm (1/4”) margins. For forms that have margins greater than 6 mm (1/4”), follow the margins on the existing form.

Grid: Grid must be set off.

Attributes for “Text blocks” and “Fill text blocks” for all forms: “Text blocks” = Stand alone text such as headings. “Fill text blocks” = Text that is surrounded on three or more sides by rules.

OBJECT APPEARANCE WINDOW:

Background

Color	White
Pattern	None
Pattern Color	Black
Clear	Should be checked.

Border

Color	Black
Style	Unbroken line.
Weight	see below.

Top and Bottom Rules on each page should be 2pt.

All other rules will be ½ pt.

Clear	Not checked
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Shadow

Location	None
Offset	Hairline

Fill Line

Color	Black
Style	Unbroken line
Weight	½ pt.
Clear	Should be checked.

Start Fill line at first indentation – should be blank.

Visible Display Always

OBJECT DEFINITION WINDOW: OmniForm defined values are acceptable.

SIZE AND POSITION WINDOW: No requirements – will equal size and position of item selected.

FONT WINDOW: Font size must be actual and in whole numbers (no decimals) point sizes (i.e., 8pt. or 9pt. not 8.3pt.)

TEXT WINDOW

Alignment	Horizontal = LEFT Vertical = Top (for text blocks).
Alignment	Horizontal = LEFT Vertical = Bottom (for fill text blocks).
Spacing	Single
Margins	All are equal to 0.015 (top, bottom, left, right).
Text Flow	Text must flow across lines.

PACKING: Disks must be packaged or cartoned flat in suitable container(s) so as to prevent any damage to product during transit and subsequent delivery to destination.

LABELING AND MARKING: (Package and/or Container label): Each package must be clearly labeled with the GPO jacket, purchase order, program and print order numbers, and the number or title of the product to which the materials apply.

DISTRIBUTION: Deliver f.o.b. contractor's city to various addresses within the commercial zone of Washington, DC., Atlanta, GA., Dallas, Tx., Richmond, Va., Bloomington, Il., and Rancho Cordova, Ca. Inside delivery to room numbers specified is required.

Complete addresses will be furnished with the print orders.

When contractor is required to ship via small package carrier, the IRS will provide an IRS small package carrier account number. Contractor must notify the IRS at 202-622-7350, at least three federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. If multiple small package carriers are to be used, an account number will be assigned for each carrier. The contractor is required to ship using the designated carrier(s) and account number(s) or be responsible for any additional shipping costs.

Upon completion of each order, all furnished material must be returned to address indicated on the print order.

All expenses incidental to returning materials and submitting all required proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and print order will require pickup from and delivery to any of the addresses indicated under DISTRIBUTION.

The contractor is responsible for making arrangements for pickup of furnished materials once notification of availability of furnished material has been given.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Pickups must be made between 8:00 a.m. and 4:00 p.m. local time, Monday through Friday.

Electronic proofs must be submitted via e-mail. E-mail addresses will be furnished on the print order. Include name of subscriber on E-mail subject line.

Submit proofs within 3 workdays after notification of availability of furnished material and print order.

Proofs will be withheld up to 5 workdays from receipt by the Government until proofs are e-mailed back to the contractor. The first workday after receipt of proofs by the Government is day one of the hold time.

Simple corrections to proofs will be transmitted electronically. For extensive corrections a hard copy will be provided.

If revised proofs are required, they must be e-mailed within 2 workdays after receipt of e-mailed first set of electronic proofs.

Revised proofs will be withheld 2 workdays from receipt by the Government until proofs are e-mailed back to the contractor and an "OK to Proceed" is given.

Ship disks and hard copy within 3 workdays after receipt of an "OK to Proceed" is given. The first workday after receipt of "OK to Proceed" is given, is day one.

If proofs are not required, contractor must complete production and shipment of disk(s) and hard copy within 3 workdays of notification of availability of furnished material and print order.

ACCELERATED SCHEDULE: Notification of availability of furnished material and print order will be given by 12 noon. It is anticipated that approximately 20% of the total annual requirement will require an accelerated production and delivery schedule, as follows.

Submit proofs within 1 workday after notification of availability of furnished material and print order.

Proofs will be withheld 2 workdays from receipt by the Government until proofs are e-mailed back to the contractor and an "OK to Proceed" is given. The first workday after receipt of page proofs by the Government is day one of the hold time.

Ship disk(s) and hard copy within 1 workday after receipt of an "OK to Proceed" is given. The first workday after receipt of "OK to Proceed" is given, is day one.

If proofs are not required contractor is to complete production and shipment of disk(s) and hard copy within 1 workday of notification of availability of furnished material and print order.

The ship/deliver date indicated on the print order is the date products ordered must be picked up by the carrier specified.

Furnished materials must be returned with completed order.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the first year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed within the required schedule and paid for at the basic prices offered.

It is estimated that approximately 20% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule in the "Schedule of Prices" (Item III) to 20% of the total price offered for all items. This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a) 750

(b) 150

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

I. CREATION OF ELECTRONIC FILES: The prices offered shall be all-inclusive for producing electronic file forms in accordance with the terms of these specifications, and shall include the cost of picking up print order and furnished material, proofs, packing materials, and all required materials and operations as applicable.

(a) Production of a scanned PDF file ((electronic file form) on a disk, with a hard copy printout)) from 216 x 93 mm (8-1/2 x 3-2/3") up to and including 216 x 356 mm (8-1/2 x 14")per page..... \$ _____

(b) Composition (complete reset from manuscript copy) from 216 x 93 mm (8-1/2 x 3-2/3") up to and including 216 x 356 mm (8-1/2 x 14").....per page..... \$ _____

II. ACCELERATED SCHEDULE..... percentage increase..... \$ _____

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)